

Hiring Restriction Process – Wave 1 Realignment

FAQ's

1. I need to fill a class not impacted by AB109 reductions. Can I fill it?

Yes, if you have a mission critical hiring need you may request to fill Limited-Term (LT). All hiring will be on a LT basis until the voluntary transfer and layoff placement processes are complete. All vacancies listed on SharePoint on November 4, 2011 as “viable” will be utilized for the voluntary transfer process. Subsequent to the voluntary transfer process the layoff options process will take place wherein impacted staff's personal and primary demotional paths will be a factor. This process will affect even those classes that are not identified on the cut list. This will provide hiring authorities necessary discretion to terminate any LT appointments in order to accommodate seniority based transfers/placements. Please take the following into consideration:

- As previously stated, you may receive a placement into these positions and, if so, you will be required to honor the placement.
- There is a high risk the LT appointment will have to end early to accommodate seniority based transfers/placement. This could seriously impact employees who may accept LT appointments requiring relocation.
- Employees will remain impacted in their right-of-return county since they will only have LT status in the new classification/position. Employees are impacted in the county of their permanent appointment in an impacted classification.
- You must have budget authority to fill your positions.
- Human Resources (HR)/Resources Planning and Reduction Section (RPRS) and Budget Management Branch (BMB) approval is required. Hiring Freeze Exemptions (HFE) are still required.

2. Can I hire LT (impacted and non-impacted)?

Yes, per response to question 1.

3. When will I be able to convert these LT hires to Permanent-Full Time?

On or about January 29, 2012, after the voluntary transfer and layoff processes are completed, placement listings will be published and distributed and it is anticipated there will be a short period of time for conversions prior to commencement of the Wave 2 process.

4. Can I promote an existing CDCR employee? Upgrade in place? (Does this mean promotion-in-place?)

Yes, except all hiring, including promotions, can only occur on a LT basis and require HFE's. (Since there is no true vacancy when a promotion-in-place occurs can the appointment be made permanent? The position would not be offered as a placement option.)

5. Can I hire a Retired Annuitant?

Yes, since this is a temporary appointment and will require HFE's and be evaluated based on its merits.

6. What other appointments/assignments are allowed?

LT extensions from 12 to 24 months, Temporary Authorized Appointments (TAU), Training and Development assignments, Compelling Management Need assignments, position number changes in same classification (120 move), Leap candidate conversions, Exempt/Career Executive Assignments, Out of Class assignments, etc.

None of these actions shall create a new permanent appointment.

All are subject to existing approval/routing/HFE processes.

7. It sounds like business as usual. Is hiring restricted? What has changed on November 7, 2011?

Hiring outside of the Voluntary Transfer/layoff process is restricted and is expected to significantly drop because vacancies listed as "viable" on SharePoint on November 4, 2011, will be utilized throughout the Wave 1 process. Most hiring should cease and be limited to absolute critical needs. There will be no exceptions to the placements/transfer process and all awards will be honored.

8. What forms do I use?

There are no new forms. The forms distributed with the September 27, 2011, memo are still current. All hiring during the wave 1 restriction period require RPRS approval. Therefore, you use the same forms and routing process as before but you need to wait for RPRS approval prior to making a formal offer. Maintain copies of your exemptions returned from your division and RPRS will use their copy to work with HR, BMB and the Director of Administrative Services Division to make a final decision on each hire.

9. Do I need to hold positions vacant to meet the Workforce Cap and Salary Savings?

You must operate within your allotment. Specific questions can be addressed via your BMB analyst.

10. Does this apply to medical?

The hiring restriction process does not apply to any medical positions or any healthcare classifications under the direction of the Receiver. Mental Health and Dental programs will be restricted but will continue to follow their existing hiring and routing process. Same consideration should be given as items 1-9.